



CITY OF FAIRFAX
Department of Community Development and Planning
Zoning Division
10455 Armstrong Street, Room 207A
Fairfax, VA 22030
Phone: 703-385-7820 / Fax: 703-385-7824
www.fairfaxva.gov

SPECIAL EVENT PERMIT* – COMMERCIAL ONLY
REVIEW PROCEDURES AND APPLICATION

(*Applications submitted less than 45 days prior to the date of the event may not be processed.)

**PLEASE NOTE FOR EVENTS NEEDING STREET CLOSURES/USE OF PUBLIC PROPERTY
CONTACT EVENTS/FACILITY SUPERINTENDENT LESLIE HERMAN VIA EMAIL**

leslie.herman@fairfaxva.gov
www.fairfaxva.gov/government/parks-recreation

To The Applicant:

The following procedure is provided to assist you in obtaining the required permit that must be issued PRIOR to the requested date of the event. Please familiarize yourself with these procedures, then complete the attached application and submit to the City of Fairfax Zoning Division at the above address. The review timeline for this application is typically 3-5 business days.

The required permit will not be issued until steps 1-5 are completed:

- 1) **Application Form.** The applicant submits a completed application to the Zoning Division with all information requested on the application filled in.
- 2) **Event Description.** The applicant submits a detailed written description of the proposed event activities with the application form.
- 3) **Drawings.** A SITE PLAN LAYOUT IS REQUIRED TO BE SUBMITTED WITH ALL SPECIAL EVENT PERMIT APPLICATIONS. The site plan must depict the location of all temporary structures (i.e. tents, trailers, booths, stages) that will be used during the event as well as all available parking to be used during the event.
- 4) **Signage.** One (1) banner not greater than 32 sq ft in size is allowed for a special event unless the special event site is a corner lot. In this instance two (2) banners would be allowed. If you would like to have signage for your event, a separate temporary sign permit application is included with this package and is required to be submitted and approved prior to the date of the event. The temporary banner fee will apply for each banner requested.
- 5) **Review.** Staff will review the application(s). If additional information is required you will be contacted within 3-5 business days after application is accepted for review.
- 6) **Permit Issuance.** Upon approval, the applicant will be issued a special event permit. This permit must be displayed on the date(s) the special event occurs, where it is visible to the City inspectors.



Pentamation Case # _____

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COMMERCIAL - SPECIAL EVENT APPLICATION
APPLICATION MUST BE SUBMITTED AT LEAST 45 DAYS PRIOR TO THE DATE OF THE EVENT

CITY CODE REQUIREMENT

Section 110-1138(b)(5): The following uses and activities shall be exempt from the provisions of this (NOISE) article: Outdoor gatherings, shows and sporting and other entertainment events conducted during the hours of 7:00 a.m. and 10:00 p.m. provided that these events are conducted in strict compliance with a permit issued by the City or are part of a school-sponsored entertainment or sporting event.

APPLICATION FEES

There is no fee associated with this application except for those fees that may be charged for temporary banner permit(s), city personnel providing security, traffic direction, refuse removal, equipment set up, etc.

EVENT DETAILS

A SITE PLAN LAYOUT MUST BE SUBMITTED WITH THIS APPLICATION.

IF A LAYOUT IS NOT PROVIDED THE APPLICATION CANNOT BE PROCESSED.

- 1) Event: _____
- 2) Street Address Where Event Will Take Place: _____
- 3) Date of Event: _____ Start Time of Event: _____ End Time of Event: _____
Rain Date: _____ Start Time of Event: _____ End Time of Event: _____
- 4) Organization or Sponsor of this Event: _____
- 5) Contact Person: _____
- 6) Contact Persons Address: _____
City, State and Zip: _____
- 7) Contact Persons email address: _____ Phone Number: _____
- 8) Projected number of persons attending event: _____ Number of volunteers(day of): _____
- 9) Total number of signs (Maximum of two allowed **IF** the site is a corner lot) requested: _____ **ATTACH A TEMPORARY SIGN PERMIT APPLICATION FOR ANY REQUESTED SIGNAGE.**

EVENT DESCRIPTION

10) Describe the event here.

11) Describe methods of advertising / publicity materials used for this event (attach any flyers or ads)

12) Describe any peddler/vendors, food sales, alcohol sales and current permit status (Fairfax County Health Dept. and Virginia ABC regulate food and alcohol sales:

ADDITIONAL INFORMATION IS REQUIRED. PLEASE SEE REVERSE SIDE OF THIS FORM.

PROPERTY OWNER INFORMATION

Property Owner's Name: Mr./Ms. _____
PRINT PROPERTY OWNER'S NAME

Property Owner/Agent's Phone: _____

Property Owner/Agent Signature (**REQUIRED**) _____ Date _____

ZONING OFFICE APPROVAL SIGNATURE

This Application is Approved By _____ Date _____
Zoning Official

ADDITIONAL INFORMATION IS REQUIRED. PLEASE SEE REVERSE SIDE OF THIS FORM.



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TEMPORARY SIGN PERMIT REVIEW
PROCEDURES AND APPLICATION

To The Applicant:

The following procedure is provided to assist you in obtaining the required permit that must be issued PRIOR to installing a TEMPORARY sign. Please familiarize yourself with these procedures, then complete the attached application and submit to the City of Fairfax Zoning Division at the above address.

The required permit will not be issued until steps 1-4 have been completed:

- 1) **Application form.** The applicant submits a completed application to the Zoning Division with all information requested on the application filled in. Two (2) signatures are required on the application form: the applicant and the property owner. The application form must provide ALL requested information.
- 2) **Drawing.** There is a template attached to the application that must be submitted with the application. One side of the form is for BUILDING-MOUNTED BANNERS and one side of the form is for GROUND-MOUNTED signs. Fill in all information requested on the template to show the words and dimensions of the sign.
- 3) **Review.** Staff will review the application. If the sign meets all zoning regulation criteria the application is approved at this time. If further information is required the applicant will be notified of the additional information that remains outstanding.
- 4) **Payment.** Upon approval, the applicant makes the appropriate payment to the City of Fairfax for the sign and the sign can be displayed for the dates specified on the application.

- 5) **Removal.** A temporary sign may only be displayed for the dates specified on the approved application. Applicant is responsible for removing the sign by the expiration date specified to avoid any Notices of Violation and possible fines.



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TEMPORARY SIGN PERMIT APPLICATION - CODE REQUIREMENTS

All temporary signs must meet the requirements of Article II, Division 7 of the Zoning Ordinance

CITY CODE REQUIREMENT

Section 110-182: Temporary Signs: The following non-illuminated temporary signs are permitted in any district provided that a permit has been approved by the zoning administrator and applicable fees and deposits (as established by city council in the schedule of rates and levies) to guarantee removal of such signs have been submitted. If temporary signs are not removed on or prior to the permit expiration date, then the zoning administrator shall cause the signs to be removed, and the deposit shall be forfeited.

REQUIREMENTS PER CATEGORY

CONSTRUCTION SIGNS

Signs shall be permitted identifying contractors, architects and developers connected with developments under construction. There shall be a maximum total of two such signs per development, with a maximum of 32 square feet per sign; provided, however, that in the case of isolated individual residential units that are not part of a larger development, one such sign shall be permitted, not to exceed ten square feet in area. The permit for such temporary signs SHALL EXPIRE 30 DAYS AFTER THE ISSUANCE OF THE FINAL CERTIFICATE OF OCCUPANCY. Signs shall be located outside of the Public Right-of-Way.

REAL ESTATE SIGNS FOR COMMERCIAL PROPERTY

One real estate sign per commercial or industrial property is allowed. A CORNER LOT HAVING A TOTAL LOT FRONTAGE OF AT LEAST 200 FEET may have two signs. Permits for real estate signs EXPIRE AFTER 90 DAYS, but may be reissued in 90-day increments. Such signs must be removed 7 days after settlement or after 90 percent of the property is leased or sold. Signs shall be located outside of the Public Right-of-Way.

POLITICAL SIGNS

Signs can be displayed for a maximum of 90 days, however, the signs should be removed WITHIN 30 DAYS AFTER THE POLITICAL EVENT HAS TAKEN PLACE. Signs should be located no closer than eight feet from the edge of the street. Signs posted in the public right-of-way, on trees or utility poles will be removed by the Public Works department. An affidavit of understanding (signed & notarized) should be on file with the zoning office. Affidavits are available via website or zoning office.

GRAND OPENINGS

Grand opening signs can be displayed for 90 days and should have the words GRAND OPENING on the sign. The may be issued only once for any given business at any given location. Signs must be located on the building where the entrance to the public is located.

SALES EVENTS

Signs, including banners, advertising special sales events shall be limited to ten consecutive days duration and six events per calendar year for any business establishment. Signs must be located on the building where the entrance to the public is located.

BUSINESS CLOSINGS

Signs can be displayed for 30 days and should have the words CLOSING or GOING OUT OF BUSINESS on them. You will need to obtain a "Going-Out-of-Business Sale" Permit from the Commissioner of Revenue prior to obtaining this sign permit. Signs must be located on the building where the entrance to the public is located.

RESIDENTIAL DIRECTIONAL SIGNS

Directional signs placed on private property with permission of the owner and not exceeding four square feet in area, directing the public to a residential development. Such signs may be placed no closer than eight feet from the edge of the street pavement in the absence of a curb, and shall not exceed three feet in height. Permits for such signs shall be limited to 90 days' duration.

SEASONAL PRODUCT STANDS

Signs advertising temporary and seasonal product stands of produce, fireworks, Christmas trees, plants and similar items; provided that the permit for such signs shall be of the same duration as the temporary occupancy permit issued for the stand. Only one such sign shall be permitted for each stand; and such sign shall not exceed 20 square feet in area. Signs shall be located outside of the Public Right-of-Way.



PROHIBITED SIGNS

EXAMPLES OF MOST COMMON SIGNS THAT ARE PROHIBITED!



**No
Balloons**



**No
Flags**



**No
Pennants**



**No
Inflatables**



**No A-Frames
(Exception:
Historic
District)**



**No
Neon Signs**



**No Signs on Vehicles parked visible
from the street**



**No
Costumes**



**No Stick In
Ground Signs**



**No Hand Held Signs or
Sign Spinners**

All Of The Following Signs Are Prohibited In The City Of Fairfax:

1. Signs located in a manner that would constitute a hazard to the public health, safety or welfare.
2. Nongovernmental signs imitating or closely resembling official traffic or government signs or signals.
3. Moving signs or devices intended to attract attention, all or any part of which is intended to move, including by not limited to flags (including pennants), balloons, propellers and discs except as provided for in subsections 110-186(4) and (13).
4. Signs displaying flashing or intermittent lights or lights changing degrees of intensity, except signs indicating the time or temperature:
5. Portable spotlights or beacons used as advertising to draw attention to any use.
6. Any illuminated tubing, exposed bulbs or strings of lights outlining property lines or open sales areas, rooflines, doors, windows or wall edges except as permitted for seasonal displays in subsection 110-178(3).
7. Billboards.
8. Signs painted on or attached to trees, utility poles, public benches, refuse containers, parking meters, hydrants or like structures, except those identifying the name or manufacturer of the product.
9. Signs painted or displayed on vehicles or trailers parked in places visible from public right-of-way and used primarily for the purpose of advertising.
10. Portable signs, except temporary signs permitted by section 110-182.
11. Any commercial display of vehicles with open hoods trunks or doors; or located on a building, ramp or other elevated structure.
12. Sandwich board signs, except as permitted in the Old and Historic District (with Board of Architectural Review approval and permanent sign permit approval).
13. Pylon Signs, except freestanding hanging signs allowed in the Old and Historic District (with Board of Architectural Review approval and permanent sign permit approval).
14. Any other sign not expressly permitted by this division.

Disclaimer: The information provided is intended as a guide only. If you have a sign that you are not sure is permitted please contact the Zoning Office at 703-385-7820. The use of Prohibited Signs will result in a Notice of Violation followed by monetary fines.

Name: _____ Signature: _____ Date: _____



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TEMPORARY SIGN PERMIT APPLICATION

APPLICATION FEE

Application Fee: \$25.00

LIGHTING, SIZE AND LOCATION RESTRICTIONS

1) Signs CANNOT be illuminated.

2) Below are the MAXIMUM SQUARE FOOTAGES allowed for temporary signs:

Residential Directional Signs: 4 SQ. FT. All Other Signs: 32 SQ. FT.

Seasonal Product Stand: 20 SQ. FT.

3) Below are the MAXIMUM HEIGHTS allowed for temporary signs. Height is measured from the ground/grade to the top of the sign posts:

Residential directional: 3 FEET All Other Signs: 6 FEET

4) The Ground Clearance for any Ground Mounted sign CANNOT exceed 8 inches in height measured from ground/grade.

5) A Ground Mounted sign MUST BE LOCATED 8 feet back from the curb or edge of the street pavement in the absence of a curb and NOT LOCATED in the Public Right-Of-Way.

6) ANY SIGN ERECTED IN THE PUBLIC RIGHT-OF-WAY WILL BE REMOVED.

I HAVE READ AND UNDERSTAND THE LIGHTING, SIZE AND LOCATION REQUIREMENTS PROVIDED ABOVE:

Applicants Signature (REQUIRED) _____ Date _____

Signature

BUSINESS DETAILS

1) Name of the Business _____

2) Street Address of the Business _____ Suite Number _____

3) Business Phone Number _____

SIGN CATEGORY (CHECK ONE)

Construction _____ Real Estate _____ (Percent Leased) _____

Grand Opening _____ Sales Event _____ Business Closing _____

Seasonal Product Stand _____ Residential Directional _____ Special Event _____

TYPE OF SIGN (CHECK ALL THAT APPLY)

Banner _____ Building Mounted _____ Ground Mounted _____ Window _____

SIGN DIMENSIONS

LENGTH _____ HEIGHT _____ TOTAL HEIGHT FROM GROUND _____

TURN FORM OVER

ADDITIONAL INFORMATION IS REQUIRED. PLEASE SEE REVERSE SIDE OF THIS FORM.

TEMPORARY SIGN PERMIT APPLICATION**DATES TO BE POSTED**

Date Posted _____ Date Expires (sign must be removed by this date) _____

LOCATION OF SIGNBelow, describe proposed sign placement on building or property here (i.e. front entrance/front of lot/building mounted):

_____**APPLICANT INFORMATION**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND THE INSTALLATION WILL CONFORM TO APPLICABLE ORDINANCES. I FURTHER AGREE TO INDEMNIFY AND SAVE HARMLESS THE CITY OF FAIRFAX FROM ANY LIABILITY, DAMAGES OR LOSSES RESULTING DIRECTLY OR INDIRECTLY FROM THE ERECTION, USE, MAINTENANCE OR ALTERATION OF THE SIGN DESCRIBED HEREIN.

Applicant Name: Mr./Ms. _____
PRINT NAME

Applicant EMAIL Address: _____

Applicant Agent/Representative _____
PRINT NAME

Applicant/Agent Signature (REQUIRED) _____ Date _____

(NOTE - For Real Estate sign permits only: Person signing this application must be an officer of the leasing company, corporation or partnership. If not, written authorization from leasing company will be required prior to issuance of this permit)

PROPERTY OWNER INFORMATION

The property owner or their agent must sign this application for all temporary signs EXCEPT political signs <5 square feet in size.

I hereby authorize the temporary sign as presented by the applicant to be located (CHECK ONE - DO NOT LEAVE BLANK):**Building-mounted:** _____ **or Ground-mounted:** _____ **on my property.**Property Owner's Name: Mr./Ms. _____
PRINT PROPERTY OWNER'S NAME

Property Owner's EMAIL Address _____

Property Owner's Phone: _____

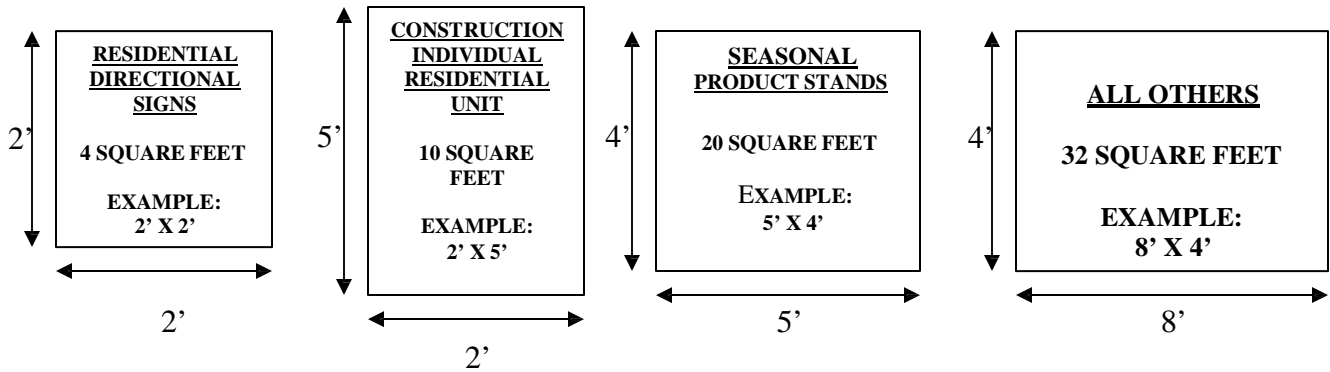
Property Owner/Agent Signature (REQUIRED) _____ Date _____

OFFICE USE ONLY

Fee Paid: _____ Receipt No: _____ Date _____

This Application is Approved By _____ Date _____
Zoning Official**TURN FORM OVER****ADDITIONAL INFORMATION IS REQUIRED. PLEASE SEE REVERSE SIDE OF THIS FORM.**

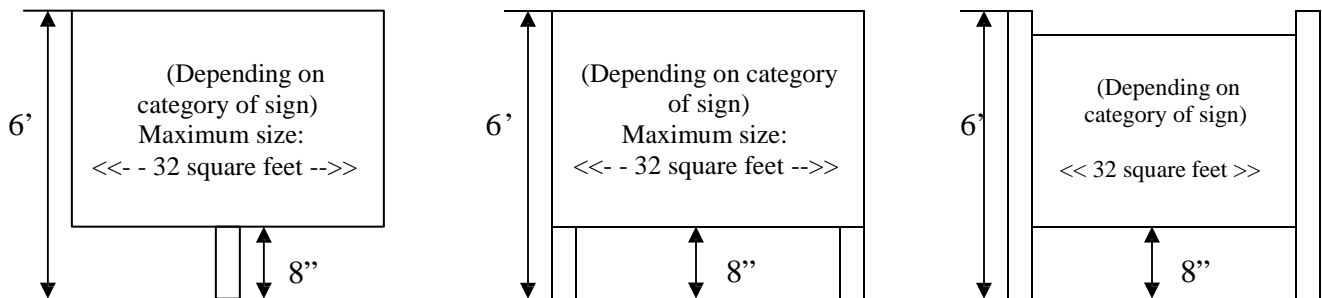
MAXIMUM SIZE FOR TEMPORARY SIGNAGE :



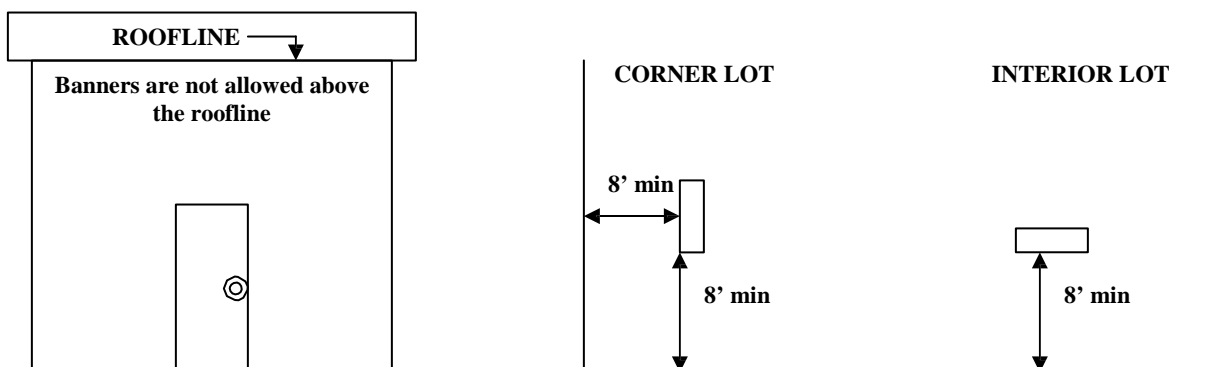
MAXIMUM CLEARANCE FOR TEMPORARY SIGNAGE (GROUND MOUNTED): APPLIES TO RESIDENTIAL DIRECTIONAL, CONSTRUCTION, REAL ESTATE, SEASONAL PRODUCT STANDS AND POLITICAL SIGNS ONLY



MAXIMUM HEIGHT FOR TEMPORARY SIGNAGE (GROUND MOUNTED): APPLIES TO RESIDENTIAL DIRECTIONAL, CONSTRUCTION, REAL ESTATE, SEASONAL PRODUCT STANDS AND POLITICAL SIGNS ONLY



LOCATION OF TEMPORARY SIGNAGE (BUILDING MOUNTED AND GROUND MOUNTED):



SUBMIT THIS TEMPLATE WITH YOUR APPLICATION
ONE SIDE IS FOR BUILDING-MOUNTED / ONE SIDE IS FOR GROUND-MOUNTED

Write What Your Temporary BUILDING-MOUNTED Sign Says Here

The diagram shows a large, empty rectangular box representing a sign. To the left of the box, a vertical line with arrows at both ends indicates the height. To the right of this line is a small rectangular box containing the text "How Tall Is the Sign?" with an arrow pointing towards the height line. Below the box, a horizontal line with arrows at both ends indicates the width. Below this line is a small rectangular box containing the text "How Long is the Sign?" with an arrow pointing towards the width line.

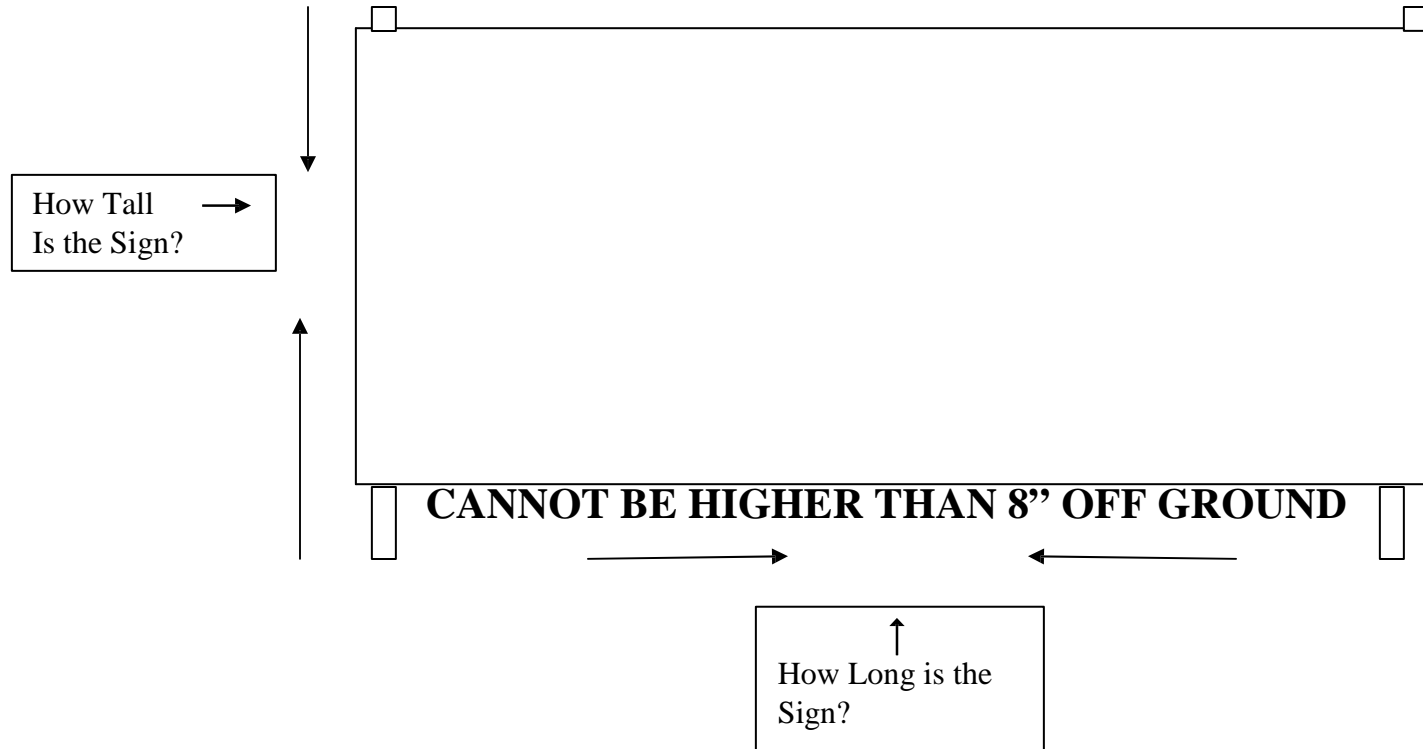
Remove Sign on _____

Approved By: _____ Date: _____

SUBMIT THIS TEMPLATE WITH YOUR APPLICATION
ONE SIDE IS FOR BUILDING-MOUNTED / ONE SIDE IS FOR GROUND-MOUNTED

Write What Your Temporary GROUND-MOUNTED Sign Says Here

CANNOT BE TALLER THAN 6 FEET OFF GROUND



Remove Sign on _____

Approved By: _____ Date: _____